



## NCCT Webinar Information and Procedures

The National Center for Competency Testing (NCCT) began offering webinars in October of 2008. Webinars, or web conferences, are online presentations in which the audience can ask questions and interact with the presenter(s) live. Our goal in developing these monthly webinars is to continue to emerge as a leader in the certification and continuing education field as a forward thinking company and to facilitate another method for our certification holders to complete their annual continuing education requirements.

### Signing Up for a Webinar

The webinars are included in the cost of your recertification fee. You may also purchase a single clock hour of continuing education for \$5.50 to complete the webinar if you prefer. You may go to the NCCT website to purchase CE hours, submit the orderform from your recertification notice, or call 800.875.4404 and order over the phone. Once you have hours available you may register for a webinar on the NCCT website - [www.ncctinc.com](http://www.ncctinc.com). If you do not already have a login for the NCCT site you will need to create one. This is free and only takes a minute. Log into the NCCT site and click on the webinars tab on your homepage. From here you should be able to choose the webinar you would like to attend.

### Attending the Webinar

After signing up for the webinar from the NCCT website (or any other method) you will receive an email from NCCT which will instruct you to register for the webinar with Go To Webinars. You **must** register after signing up to attend the webinar! There is no fee and it only takes a minute. You should be sent a reminder email as well before the webinar. No special software is needed to attend the webinar, just click the link to go to the webinar from either of the previously mentioned emails.

### Taking the Course Exam for CE Credit

To receive CE credit for the webinar you must complete the 10 question exam over the material. You may do this online by logging into the NCCT website and going to the "CE Test Login" page under the column labeled "Testing" at the top of the page.

### If You Missed a Webinar

If you missed the live webinar, don't worry it is not too late for you to view the presentation. This includes people who registered for a webinar previously but were unable to attend it. You may view a recording of the presentation and receive CE credit for the course upon completing the corresponding exam by utilizing our Webinars on Demand Archive. Just login to the NCCT website and go the "Webinars" page under the "CE/Recertification column". From the folder tab labeled "Schedule/Order" just click "View Webinar" from the Webinars On Demand Archive. You must have purchased and have at least one hour of CE credit available to have viewing access to the webinar presentation.